## **CARDHOLDER SETUP (cont.)**

## **Purchasing CPP (DoD)** Page 2 **Optional Cardholder Setup Information:** E-mail Address: (max. 60 char.) Alternate Phone Number: (max 18 char.) Fax Number: (max 18 char.) Employee ID: (max 20 char.) Tax Exempt Number: (max 20 char.) **Optional Cardholder Authorization Controls:** Daily Transaction Limit: Daily Purchase Limit: \$\_, \_ \_ \_, \_ \_ \_, \_ \_ \_ Cycle Transaction Limit: Cycle Purchase Limit: \$\_, \_ \_ \_, \_ \_ \_, \_ \_ \_ Monthly Purchase Limit: \$\_, \_\_\_, \_\_, \_\_\_, \_\_\_ Monthly Transaction Limit: Quarterly Transaction Limit: Quarterly Purchase Limit: \$\_, \_ \_ \_, \_ \_, \_ \_, \_ \_\_ Annual Purchase Limit: \$\_, \_ \_ \_, \_ \_, \_ \_ \_, \_ \_ \_ Annual Transaction Limit: Form Submitted by: For I.M.P.A.C. Government Services use only: Signature Rec'd Date: \_\_\_\_\_ Input Date:\_\_\_ Print Name\_\_\_\_\_ Completed By:\_\_\_\_ Phone \_\_\_\_\_ Review Date: Reviewed By: Fax \_\_\_\_\_ Date Submitted Reject Reason: Reject Date: ☐ Incomplete (missing information circled or highlighted)

Other\_\_\_\_

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## CARDHOLDER SETUP

Purchasing CPP (Do	-,	<u> </u>	Page 1
Agent Number (Leave blank if Cardholder Setup is sent with Agency Setup)	Company Number (Leave blank if Cardholder Setul is sent with Billing Official Level		<del>_</del> .
Cardholder Information	: (Complete all information, un	formation, unless indicated as optional)	
Cardholder Name:			
(Name 1) (max. 24 char.)			
Dept./Office/Agency Name:		(I) Emboss Name    Yes    No	
(Name 2) (max	. 20 char.)		
Address 1:			
(max. 30 char.)			
Address 2:			
		State:	
City:		State:	
Zip:	Country		
(max. 10 char.)	Country:		
Phone Number:			
(max. 10 char.)	· · · ·		
User Field 2:	M	IAT Code*:	
		***** ***** *****	
	bossed on plastic)(max. 15 char.) (*	Use this field if only one MAT Code. Use page 3 if more than ne MAT Code needed.)	
(Optional, first eight (8) characters em	hossed on plastic)(max. 15 char.) (* on	ne MAT Code needed.)	
(Optional, first eight (8) characters em	bossed on plastic)(max. 15 char.) (* on		
(Optional, first eight (8) characters em	bossed on plastic)(max. 15 char.) (* on	ne MAT Code needed.) O-Day Limit: \$,,,	
(Optional, first eight (8) characters em  Single Purchase Limit: \$,  Card Suppression (Indicate Y = You	on plastic)(max. 15 char.) (**  on  30  (**  on  (**  on	ne MAT Code needed.)  O-Day Limit: \$	
(Optional, first eight (8) characters em  Single Purchase Limit: \$,  Card Suppression (Indicate Y = Young)  I.M.P.A.C. Check (Indicate Y = Young)	on plastic)(max. 15 char.) (**  on  30  (**  on  (**  on	ne MAT Code needed.) O-Day Limit: \$,,,	
(Optional, first eight (8) characters em  Single Purchase Limit: \$,  Card Suppression (Indicate Y = Young)  I.M.P.A.C. Check (Indicate Y = Young)  Reporting Levels:	tossed on plastic)(max. 15 char.) (* on 30 (C) es, N = No): Yes, N = No):  Tes, N = No):  Tes, N = No):  Tes, N = No):	De MAT Code needed.) De Day Limit: \$	
(Optional, first eight (8) characters em	bossed on plastic)(max. 15 char.) (* on 36 (C cs, N = No): res, N = No): Level 2: Level 2:	De MAT Code needed.) De Day Limit: \$	-
(Optional, first eight (8) characters em  Single Purchase Limit: \$,  Card Suppression (Indicate Y = Y  I.M.P.A.C. Check (Indicate Y = Y  Reporting Levels:  Level 1:	bossed on plastic)(max. 15 char.) (* on 36 (C cs, N = No): res, N = No): Level 2: Level 2:	De MAT Code needed.) De Day Limit: \$	-
(Optional, first eight (8) characters em Single Purchase Limit: \$,  Card Suppression (Indicate Y = Young Levels:  Reporting Levels:  Level 1:  Level 5:	bossed on plastic)(max. 15 char.) (* on 36 (C cs, N = No): res, N = No): Level 2: Level 2:	De MAT Code needed.) De Day Limit: \$	
Card Suppression (Indicate Y = Young)  Reporting Levels:  Level 1:  Level 5:  Master Accounting Code:	bossed on plastic)(max. 15 char.) (* on 36 (C cs, N = No): res, N = No): Level 2: Level 2:	De MAT Code needed.) De Day Limit: \$	-
Card Suppression (Indicate Y = Young)  Reporting Levels:  Level 1:  Level 5:  Master Accounting Code: (Optional) (max. 75 char.)  (First 2)	(** on	De MAT Code needed.) De Day Limit: \$	
(Optional, first eight (8) characters em  Single Purchase Limit: \$,  Card Suppression (Indicate Y = Y)  I.M.P.A.C. Check (Indicate Y = Y)  Reporting Levels:  Level 1:  Level 5:  Master Accounting Code: (Optional) (max. 75 char.) (First 2)	tossed on plastic)(max. 15 char.)  (** on 36 (** Ces, N = No):  Yes, N = No):  Level 2:  Level 6:  Level 6:  S characters of Accounting Code)  125 characters of Accounting Code)	De MAT Code needed.) De Day Limit: \$	-
(Optional, first eight (8) characters em  Single Purchase Limit: \$,  Card Suppression (Indicate Y = Y)  I.M.P.A.C. Check (Indicate Y = Y)  Reporting Levels:  Level 1:  Level 5:  Master Accounting Code: (Optional) (max. 75 char.) (First 2)	tossed on plastic)(max. 15 char.) (*  on  36 (C)  es, N = No):  res, N = No):   Level 2:  Level 6:  Level 6:  5 characters of Accounting Code)	De MAT Code needed.) De Day Limit: \$	
(Optional, first eight (8) characters em  Single Purchase Limit: \$,  Card Suppression (Indicate Y = Young)  I.M.P.A.C. Check (Indicate Y = Young)  Reporting Levels:  Level 1:  Level 5:  Master Accounting Code: (Optional) (max. 75 char.) (First 2)  (Second)	tossed on plastic)(max. 15 char.)  (** on 36 (** Ces, N = No):  Yes, N = No):  Level 2:  Level 6:  Level 6:  S characters of Accounting Code)  125 characters of Accounting Code)	De MAT Code needed.) De Day Limit: \$	
Card Suppression (Indicate Y = Young)  L.M.P.A.C. Check (Indicate Y = Young)  Reporting Levels:  Level 1:  Level 5:  Master Accounting Code:  Optional) (max. 75 char.) (First 2)  (Second)	tossed on plastic)(max. 15 char.)  (** on 36 (** Ces, N = No):  Yes, N = No):  Level 2:  Level 6:  Level 6:  S characters of Accounting Code)  125 characters of Accounting Code)	De MAT Code needed.) De Day Limit: \$	
Card Suppression (Indicate Y = You L.M.P.A.C. Check (Indicate Y = You Level 1:	tossed on plastic)(max. 15 char.) (* on 36 (Cos., N = No):  Yes, N = No):  Level 2: Level 6: Level 6:  S characters of Accounting Code)  25 characters of Accounting Code)	De MAT Code needed.) De Day Limit: \$	
Card Suppression (Indicate Y = Your Suppression (Indicate Y =	tossed on plastic)(max. 15 char.) (* on 36 (C)  cs, N = No):  res, N = No):  Level 2:  Level 6:  Level 6:  25 characters of Accounting Code)  25 characters of Accounting Code)	For I.M.P.A.C. Government Services us.  Rec'd Date:  Input Date:  Input Date:	se only:
Card Suppression (Indicate Y = Your Limit: \$	tossed on plastic)(max. 15 char.)  (** on 30 (** Ces, N = No):  Yes, N = No):  Level 2:  Level 6:  Level 6:  25 characters of Accounting Code)  25 characters of Accounting Code)	For I.M.P.A.C. Government Services us.  Rec'd Date:  Completed By:	se only:
(Optional, first eight (8) characters em  Single Purchase Limit: \$,  Card Suppression (Indicate Y = Young to the You	tossed on plastic)(max. 15 char.)  (** on 30 (** Ces, N = No):  Yes, N = No):  Level 2:  Level 6:  Level 6:  25 characters of Accounting Code)  25 characters of Accounting Code)	For I.M.P.A.C. Government Services us.  Rec'd Date:  Input Date:  Input Date:	se only:
(Optional, first eight (8) characters em  Single Purchase Limit: \$,  Card Suppression (Indicate Y = Young)  I.M.P.A.C. Check (Indicate Y = Young)  Reporting Levels:  Level 1:  Level 5:  Master Accounting Code: (Optional) (max. 75 char.) (First 2)  (Second)	tossed on plastic)(max. 15 char.)  (** on 30 (** Ces, N = No):  Yes, N = No):  Level 2:  Level 6:  Level 6:  25 characters of Accounting Code)  25 characters of Accounting Code)	For I.M.P.A.C. Government Services us Rec'd Date: Completed By: Review Date: Reject Reason: Reject Date: Reject Reject Date:	se only:
(Optional, first eight (8) characters em  Single Purchase Limit: \$,  Card Suppression (Indicate Y = Young to the You	tossed on plastic)(max. 15 char.)  (** on 30 (** Ces, N = No):  Yes, N = No):  Level 2:  Level 6:  Level 6:  25 characters of Accounting Code)  25 characters of Accounting Code)	For I.M.P.A.C. Government Services us.  Rec'd Date:  Completed By:  Reviewed By:  Reviewed By:  Reviewed By:  Reviewed By:	se only:

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